Management Skills for Secretaries

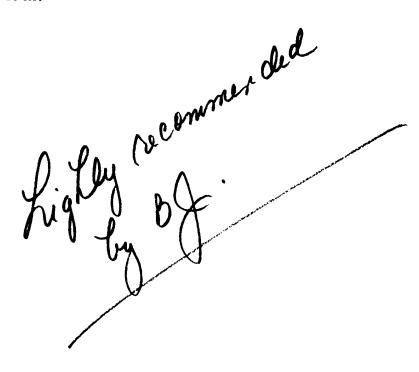
Pre-Course January 29 Rm 521 Chamber of Commerce Half day

Original Course

The Comfort Inn Baltimore, Maryland

February 6, 7, 8,

Will not know anything as to where I will stay or how transportation will be provided until I go to the pre-course. on the 29th.





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Emphasis of this workshop is on effective time management procedures.

Designed for secretaries and other administrative support employees who want to improve their ability to manage their time and work flow. Conducted at CofC.

Dates

15-16 Nov 84 3-4 Jan 85 14-15 Jan 85 13-14 Feb 85 19-20 Mar 85

Women in the Work Force

Focuses on how women are perceived in an office environment.

Participants are made aware of how their actions impact on job

performance and advancement Emphasis will be placed on concerns of

women in the business world as they relate to Agency employees.

Designed for female secretaries and administrative support employees who have had at least three years of Agency experience. A mandatory precourse briefing will be held at CofC approximately two weeks before the course is schedule to begin. Conducted at

Dates

25X1

25X1

6-8 Nov 84 19-21 Nov 84 4-6 Dec 84 23-25 Jan 85 6-8 Mar 85

CATEGORY C

Management Skills for Secretaries and Administrative Assistants

Focuses on topics such as self-awareness, management styles, organizational politics, communicating with feedback, and self-development through goal setting. Participants engage in role plays and structured group activities. Close interaction between staff and participants is emphasized.

Designed for secretaries and administrative assistants who want to increase their organizational and personal effectiveness as well as develop their potential. Conducted at

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